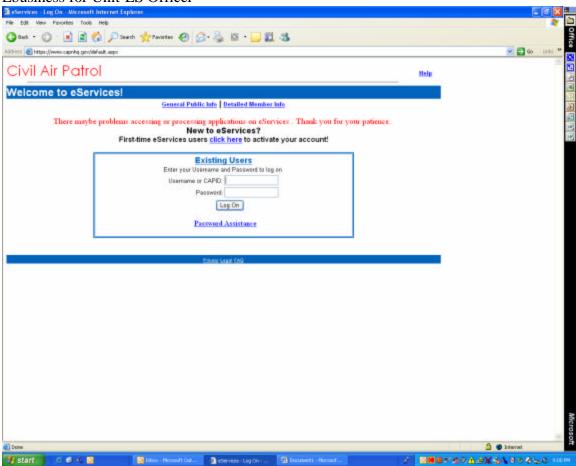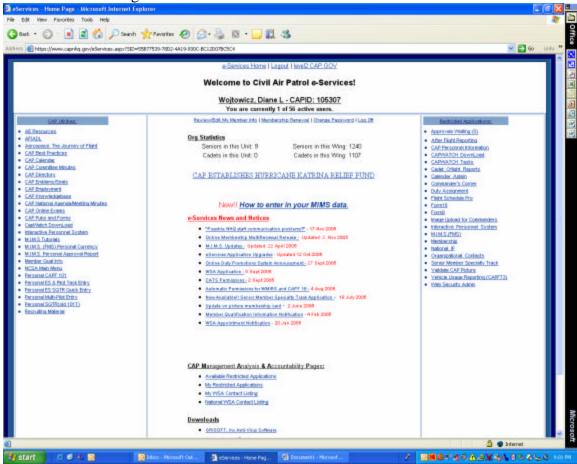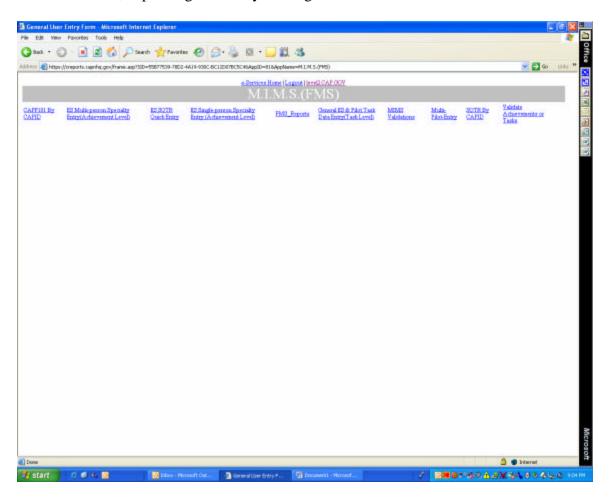Ebusiness for Unit ES Officer

Use MIMS on the right hand side

Entry of data for another individual (right side of main screen, select MIMS)
Various choices, depending on what you are granted

Use either Multi person Achievement Level

Verification that you understand what you are about to do: Click Yes

Entry of data for Multiple Persons
1) CAP ID of individual and click on Enter
2) Look up will be at your unit level

Verify that the cap id enter is the person that you want
 Select the achievement, source, current status, date and click on Insert
    Status is ACTIVE (has completed all training) or TRAINING

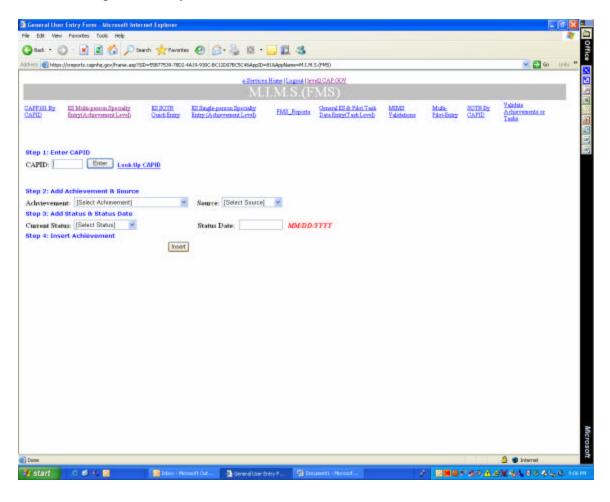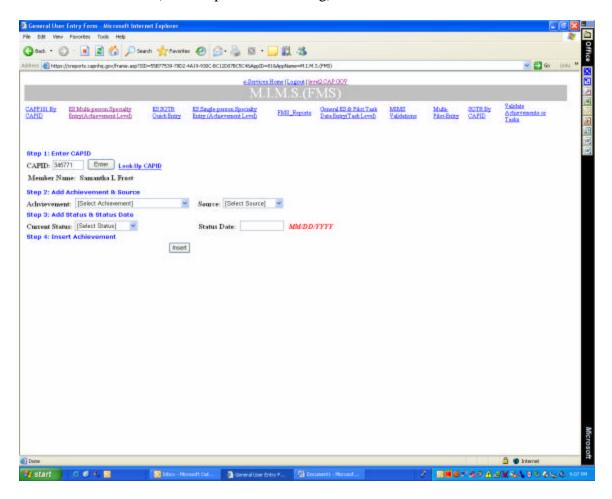e-Services Home | Logout | less@CAP.GOV

M.I.M.S.(FMS)

| CAPPIII By CAPID | EM Multi-person Specialty Entry(Achievement Level) | EM SQTR Quick Entry | EM Single-person Specialty Entry (Achievement Level) | FMS_Reports | General EM & Pilot Task Data Entry(Task Level) | MIMS Validations | Multi-Pilot-Entry | SQTR By CAPID | Validate Achievements or Tasks |

Step 1: Enter CAPID

CAPID: 345771 [Enter] **Look Up CAPID**

Member Name: Samantha L Frost

Step 2: Add Achievement & Source

Achievement: [GTM3 - Ground Team Member Level 3 ▾]   Source: [PaperWork ▾]

Step 3: Add Status & Status Date

Current Status: [Active ▾]   Status Date: [11/11/2005]   *MM/DD/YYYY*

Step 4: Insert Achievement

[Insert]

After Insert:

Continue entering information on individuals.
      Cap id and then Enter
      Select the achievement, use Insert button

File   Edit   View   Favorites   Tools   Help

Back   Search   Favorites

Address   https://creports.capnhq.gov/frame.asp?SID=55877539-78D2-4A19-930C-8C12D87BC5C4&AppID=81&AppName=M.I.M.S.(FMS)   Go   Links

e-Services Home | Logout | lev@CAP.GOV

M.I.M.S.(FMS)

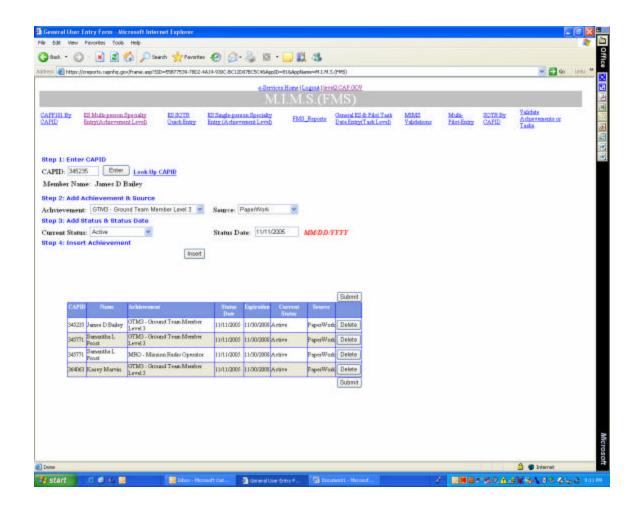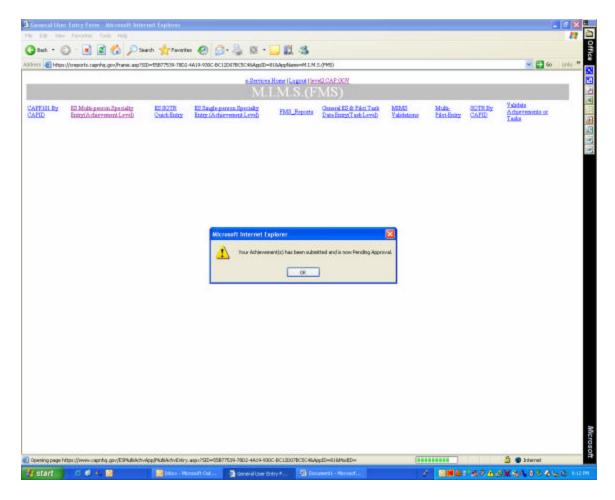| CAPPHI By CAPID | ES Multi-person Specialty Entry(Achievement Level) | ES SQTR Quick Entry | ES Single-person Specialty Entry (Achievement Level) | FMS_Reports | General ES & Pilot Task Data Entry(Task Level) | MIMS Validations | Multi-Pilot-Entry | SQTR By CAPID | Validate Achievements or Tasks |

Step 1: Enter CAPID

CAPID: 345295   [Enter]   Look Up CAPID

Member Name: James D Bailey

Step 2: Add Achievement & Source

Achievement: [GTM3 - Ground Team Member Level 3 ▾]   Source: [PaperWork ▾]

Step 3: Add Status & Status Date

Current Status: [Active ▾]   Status Date: 11/11/2005   *MM/DD/YYYY*

Step 4: Insert Achievement

[Insert]

[Submit]

CAPID	Name	Achievement	Status Date	Expiration	Current Status	Source	
345235	James D Bailey	GTM3 - Ground Team Member Level 3	11/11/2005	11/30/2008	Active	PaperWork	[Delete]
345771	Samantha L Foust	GTM3 - Ground Team Member Level 3	11/11/2005	11/30/2008	Active	PaperWork	[Delete]
345771	Samantha L Foust	MRO - Mission Radio Operator	11/11/2005	11/30/2008	Active	PaperWork	[Delete]
364063	Kasey Marvin	GTM3 - Ground Team Member Level 3	11/11/2005	11/30/2008	Active	PaperWork	[Delete]

[Submit]

Done   Internet

start   Inbox - Microsoft Out...   General User Entry P...   Document1 - Microsof...   9:11 PM

When all data is entered, click on the SUBMIT button

Pending approvals follow the chain of command
  Unit to Group to Wing

Expectations

New Achievements
        Unit provides supporting documentation
          SQTR (filled out and signed by cc)
        Group will approve the achievement and forward the paperwork to NYW for approval

Renewals
        Unit provides support documentation
          Copy of CAPF114

CAPF101
        Individual can print their CAPF101 card
          Requires individual to list weight, hair color, eye color (otherwise card is VOID)
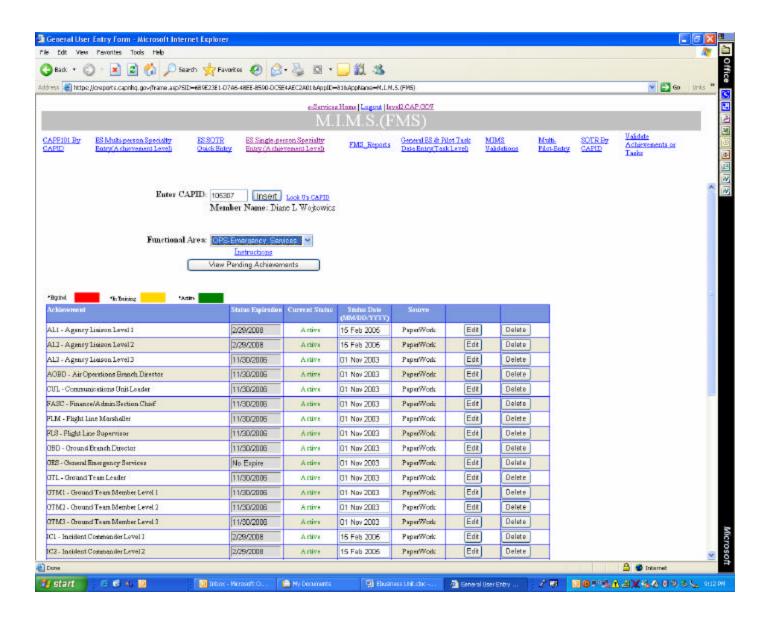
SQTR
        Unit must fill out the achievement using Training as the status
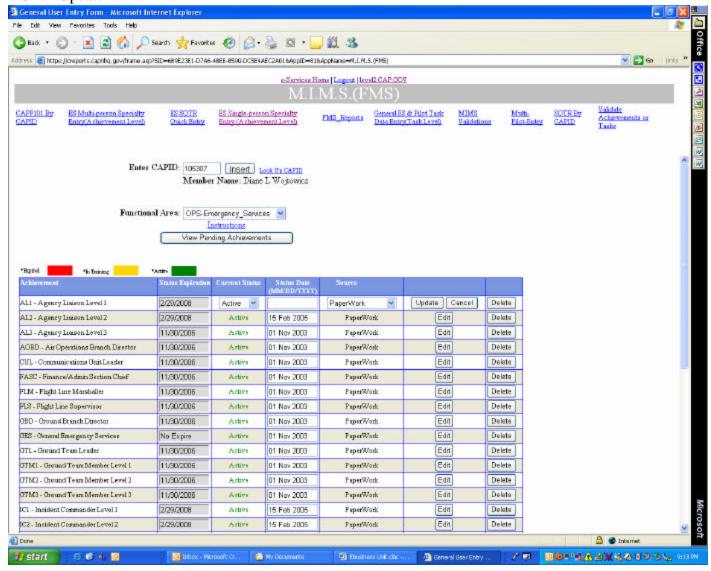   Group will approve the training achievement
        Unit has the member print out the SQTR thru MIMS or unit issues an SQTR (with signatures)
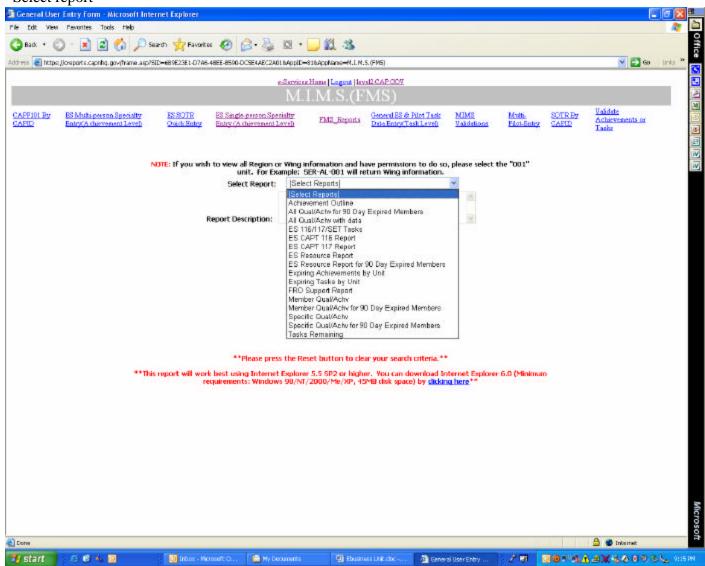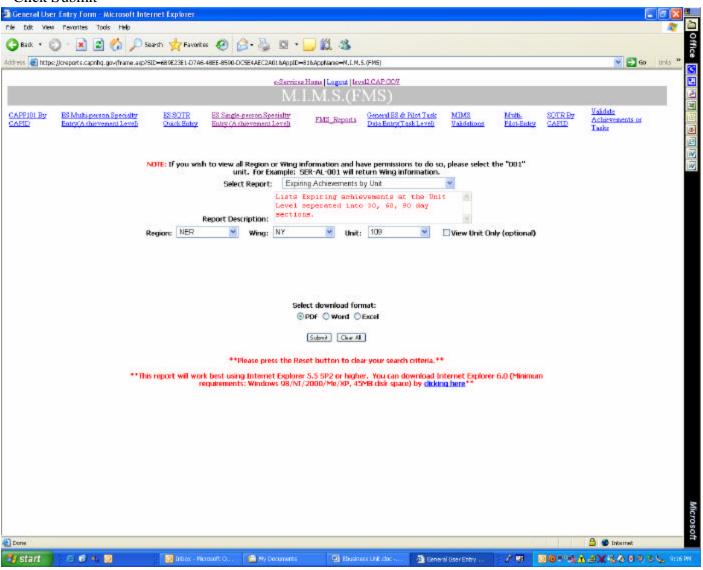
Single Person Specialty Entry

Selecting Edit on an Achievement
  We use Paperwork as the Source
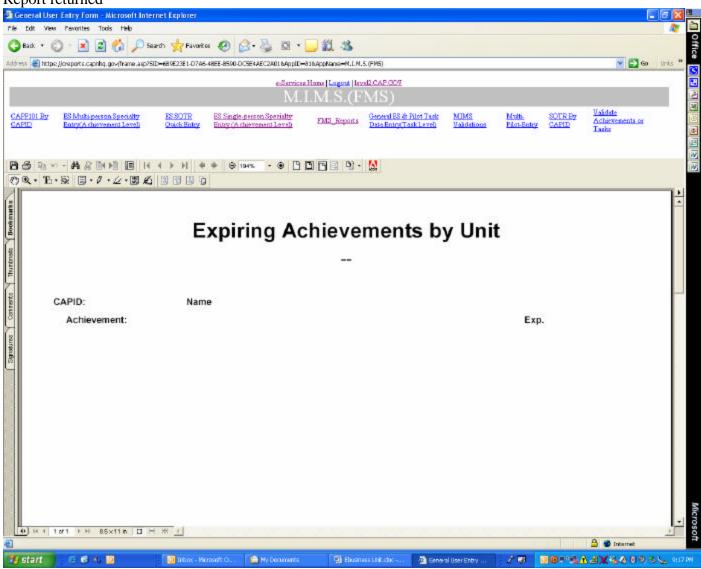   Status is Active or Training
   Click Update

FMS Reports
 Select report

Report selected and then unit and retrieval method
  Click Submit

Report returned

e-Services Home | Logout | level2 CAP.GOV

M.I.M.S.(FMS)

CAPP101 By CAPID | BS Multi-person Specialty Entry(Achievement Level) | BS SOTR Quick Entry | BS Single-person Specialty Entry(Achievement Level) | FMS_Reports | General BS & Pilot Task Data Entry(Task Level) | MIMS Validations | Multi-Pilot-Entry | SOTR By CAPID | Validate Achievements or Tasks

Expiring Achievements by Unit

—

CAPID: Name

    Achievement: Exp.

MIMS Validate Achievement or Task
 Requires selection of Scope, and Organization
 Select Validate or Reject
 Click on Confirm